

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

Angelo Pitillo  
Commissioner

Karen Marciniak, Secretary  
Sharon Beres, Chairperson

Ralph Galanti  
Commissioner

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**CITY OF LACKAWANNA**

**PROMOTIONAL EXAMINATION FOR:**

**POLICE CHIEF**

Exam No 79887

\$25.00 Filing Fee

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Promotional Examination No. 79887, **POLICE CHIEF**, City of Lackawanna, Department of Public Safety, Police Division. Eligible List will be established to fill and future vacancies as they occur. Salary: \$80,829.

**EXAMINATION DATE**

**LAST DATE FOR FILING APPLICATION**

**March 14, 2020**

**January 15, 2020**

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**COMPLETED APPLICATIONS MUST BE RECEIVED, PAID & FILED ON OR BEFORE  
January 15<sup>th</sup> 2020 @ CLOSE OF BUSINESS – 4:30 pm EST.**

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**MINIMUM QUALIFICATIONS:** Candidates must be permanently employed in the City of Lackawanna Police Division and must be serving on a permanent basis in the competitive class of Police Captain for at least one (1) year or Police Lieutenant for at least two (2) years.

**GENERAL STATEMENT OF DUTIES:** Has responsible charge of the activities of the Police Department, does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a very important administrative post involving complete responsibility for all police functions and requiring exceptional ability to plan and direct law enforcement activities on a large scale. Work is performed in accordance with policies and objectives outlined by the Mayor and the Director of Public Safety permitting wide leeway for the exercise of independent judgment in carrying out the details of the work. Responsibility is involved for seeing that recruits are thoroughly trained and that high standards are maintained. Supervision is exercised over all subordinate police officers.

**EXAMPLES OF WORK: (Illustrative Only)**

Formulates department rules and issues such orders as are necessary for conduct of the business of the department; assigns officers to posts and tours of duty and approves changes, transfers and leaves; reviews activities and reports of officers; enforces disciplinary measures when necessary; sees that recruits and regular officers receive adequate training in police methods and procedures; personally supervises the activities of the police force at all serious fires, riots and other large assemblages; prepares department budget; directs the investigation of major criminal offenses; recommends the purchase of necessary supplies and equipment; sees that reports are prepared for the Director of Public Safety, Mayor, the Police Department, and the Federal Bureau of Investigation; delivers talks on safety and other law enforcement matters; attends police conventions; prepares annual and periodic reports of departmental activities.

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:** Comprehensive knowledge of police administration and police methods; thorough knowledge of scientific methods of crime detection and crime identification; thorough knowledge of controlling laws and ordinances; demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other city officials and with the general public; high social intelligence; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact; good physical condition.

A Guide for the Written Test for Police Chief/Assistant Chief is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**SUBJECTS OF EXAMINATION:** written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Knowledge of Law Enforcement Methods, Practices and Procedures
2. Knowledge of New York State laws- Criminal
3. Police Administrative Supervision and Administration
4. Job Simulation Exercises In Police Administration
5. Understanding and Interpreting Written Material
6. Preparing Written Material in a Police Setting
7. Job Simulation Exercise in Police Command

**NOTE: SEE EXPANDED SCOPE STATEMENT (ATTACHED)**

**NOTICE TO CANDIDATES: USE OF CALCULATORS IS PROHIBITED**

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Sec. 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

#### **P.E.R.C. Statement**

The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

**Veterans:** Disabled and Non-Disabled veterans as defined in Sec. 85, New York State Civil Service Law, will have 10 and 5 points respectively, added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with Sec. 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**Military Service Member:** If you apply for an examination during the filing period but are on active duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to 10 days before the test date.

**Saturday Religious Observer:** Most written tests are held on Saturdays, if you cannot take the test on the announced test date due to a conflict with religious observances or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

**Handicapped Person:** If special arrangements are required for testing, indicate this on your application.

**Seniority:** Points will be added to an eligible score as follows: One point for each creditable five-year period up to a maximum of 5 points.

**Background Investigation:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprinting check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**How to Apply:** Application forms are available at the Lackawanna Civil Service Commission Office (Room 213) City Hall, 714 Ridge Rd. Lackawanna, NY or online <http://lackawannany.gov/government/civil-service/>.

**COMPLETED APPLICATIONS MUST BE  
RECEIVED, PAID & FILED ON OR BEFORE JANUARY 15<sup>TH</sup> 2020 TO:  
Lackawanna Civil Service Commission Office (Room 213)  
City Hall, 714 Ridge Road  
Lackawanna, NY, 14218  
BY CLOSE OF BUSINESS – 4:30 PM –EST**

**Application Fee:** NYS has mandated that a fee of \$25 is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send or bring check or money order** made payable to the Lackawanna Civil Service Commission and write the examination number(s) and your social security number on your check or money order. **Do not mail cash.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. The fee will not be refunded if you do not qualify for the examination.

**Application Fee Waiver:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy may be obtained at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.**

**Multiple Examinations Scheduled For the Same Day:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all you examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

# **EXPANDED SCOPE STATEMENT**

## **1. Knowledge of law enforcement methods, practices, and procedures**

These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day, work-related activities. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.

## **2. Knowledge of New York State laws - Criminal**

These questions test the candidates' knowledge of the laws in effect on January 1, 2020. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other laws relevant to law enforcement in New York State.

## **3. Police Administrative Supervision and Administration**

These questions test for the knowledge of managerial functions involved in directing the operations of a B or C level police department as well as the knowledge of the principles and practices involved in supervising a large subordinate staff, including subordinate supervisors. These questions cover such areas as: developing objectives and formulating policies; forecasting and planning; organizing and coordinating; informing and instructing; guiding and leading; decision-making and problem solving; communicating effectively; staffing and staff development; time management; assigning work and evaluating performance; handling conflict and grievances; and budgeting.

## **4. Job simulation exercises in police administration**

This job simulation exercise will cover such areas as: human resources management, prioritizing, problem-solving, public relations, and police procedure.

## **5. Understanding and interpreting written material**

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

## **6. Preparing written material in a police setting**

These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

## **7. Job simulation exercise in police command**

This job simulation exercise will cover such areas as: management of operations, decision-making under pressure, public relations, and police procedure.